

# Michelle Brennan

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## **Education**

**2012-2016** **Bachelor of Law**, Trinity College Dublin.  
*Degree:* A four-year (NFQ Level 8) Honours Degree in Law  
*Main Subjects:* Torts, Constitutional Law, Contract Law, Criminal law, Irish Legal System, Regulation & Legislation, Private law Remedies, Land Law, Administrative law, EU Law, Equity, Constitutional Law 2, Jurisprudence, Evidence, Family Law, Tax Law, Company Law , Medical and Ethical Law  
*Results:* 1st Year: III  
2<sup>nd</sup> Year: II.II  
3<sup>rd</sup> Year: II.II

**2010-2011** **Bachelor of Science (Radiation Therapy)**, Trinity College Dublin.  
*Degree:* A four-year (NFQ level 8) Honours Degree in Therapeutic Radiography  
*Main Subjects:* Anatomy, Physiology, Biology, Chemistry, Physics and Principals and Practice of Cancer Care  
*Results:* 1st Year: II.I  
*Explanatory Note:* Withdrew from course in order to pursue a career in Law.

**2009-2010** **Leaving Certificate 2010**, Institute of Education, Lower Leeson Street, Dublin 2  
**2004-2009** **Leaving Certificate 2009**, St. Michael's Secondary School, Navan, Co. Meath  
*HL Subjects & Results:* Biology (A1), Business (B1), Agricultural Science (B1), Economics (A2), Chemistry (B1) & English (C1).

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## **Employment History**

### **Registair**

Lower Mount Street Dublin 2  
Position Held: Research Assistant  
June 2015-July2015

#### **Duties and Skills Obtained:**

- Conducted Research and data compiling.
- Learned how to compile data in a useable readable manner
- Learned how to conduct Market research
- Developed and Improved ability to work under own initiative
- Provided regular updates
- Improved ability to manage time effectively and efficiently
- Improved skills with Microsoft excel

### **Flynn O'Driscoll Business Lawyers No.1 Grant's Row**

Lower Mount Street Dublin 2  
February 2015-March 2015  
May 2015-June 2015

Position Held: Legal Assistant (Internship)

Duties and Skills Obtained;

- Filing legal documentation, including general files, correspondents and billing documentation
- Drafting legal documents i.e. Director Service agreements.
- Drafting KYC documents
- Liaising with clients to obtain relevant information (proof of identity, utility bills etc)
- Filing proceedings in District and High Courts
- Carrying out postal and bank errands
- Secretarial Work, answering phones, queries, greeting clients
- Gained excellent exposure to a wide range of legal practice areas, commercial, corporate, employment and aviation
- Improved legal acumen gained fundamental legal skills  
Improved interpersonal and communication skills

**Londis Abbeylands, Navan, Co Meath**

August 2014- February 2015( Part-time weekend)

Position Held: Shop assistant

Duties and Skills obtained:

- Assisted Customers with queries and purchases
- Participated in promotional marketing campaign in newly opened store
- Improved teamwork skills, worked regularly to meet targets, stock shelves
- Managed financial aspects of shop, making floats counting daily takings
- Regularly responsible for ordering stock
- Regularly responsible for replenishing stock

**William Fagans Day Today, Blackcastle Shopping Centre Navan, Co Meath**

7<sup>th</sup> July 2013 –July 2014 (Part-time)

Position Held: Shop Assistant

Duties/Skills Obtained:

- Assisted customers with their purchases, processed enquiries and built up a rapport with regular clients in the store
- Contributed to re-stocking the store floor, to store tidying and to stock checking in order to ensure the availability and accessibility of store goods to all of our customers
- Gained further experience operating tills, managing company money refunds.

**Penneys (Primark), Navan Shopping Centre, Co. Meath**

4<sup>th</sup> July - 4<sup>th</sup> September 2011 (Part-time)

21<sup>st</sup> December - 7<sup>th</sup> January 2011 (Part-time)

Position Held: **Customer Assistant**

Duties / Skills obtained:

- Worked diligently to become an integral part of the retail team - promoting and enhancing the sale of goods in-store.
- Assisted customers with their purchases, processed enquiries and built up a rapport with regular clients in the store.
- Dealt efficiently with customers' complaints in such a way as to maintain consumer trust and confidence in the organisation and the Primark brand.
- Contributed to re-stocking the store floor, to store tidying and to stock checking in order to ensure the availability and accessibility of store goods to all of our customers.
- Gained experience operating tills, managing company money and processing vouchers and refunds.
- Placed strong emphasis on developing my time management, organisational and task prioritisation skills in order to ensure that I was able to meet task deadlines without fail.
- Became aware of the importance of maintaining health and safety standards in-store at all times
- Became competent and confident working in a busy retail environment.

- Improved my interpersonal and communication skills through frequent engagement in rounds of correspondence with the company organisational stakeholders.

**Department of Radiation Therapy, St Luke's Hospital, Dublin**

14<sup>th</sup> March - 9<sup>th</sup> April 2011 (Full-Time)

Position Held: **Radiation Therapy Undergraduate**

*Duties / Skills obtained:*

- Quickly adapted to working in an unfamiliar setting where precision and accuracy while conducting tasks was an absolute necessity.
- Learned how to quickly consolidate and apply my university education - anatomy & physiology in particular - in order to improve my on-the-job performance.
- Became familiar with the concept of 'competency standards' and conducted CPD cycles to enhance the quality of my work.
- Expanded my clinical knowledge considerably through the structured learning modules, reflective assignments, projects and tests provided to me by the RT department; also learned to implement my learning into daily practice in order to help patients to the absolute best of my ability.
- Worked successfully with several different radiation therapists and learned different practical techniques and patient care methodologies from each of them.
- Gained experience assessing patients' medical notes and learned to isolate information which was of relevance to their radio-therapeutic care.

**Wok Inn Chinese Restaurant and Take Away, Navan, Co. Meath.**

28<sup>th</sup> July - 28<sup>th</sup> September 2008 (full-time)

October 2008 - November 2009 (part-time)

Position Held: **Waitress / Counter-Assistant**

*Duties / Skills obtained:*

- It was my duty to ensure that all of our customers felt welcomed and appreciated and that any queries or complaints put forward were dealt with in as pleasant a manner as possible.
- Adapted to working in a fast-paced, stressful environment where multi-tasking was a must.
- Improved my interpersonal (including telecommunication) skills and developed my customer service skills.
- It was my responsibility to accept and apologise for any discrepancies made by myself, my co-workers or the kitchen staff with regard to any customer's request.
- Improved my clerical speed and accuracy.

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***Extra-Curricular Activities***

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| <ul style="list-style-type: none"> <li>• Navan Athletics Club<br/>2003 - 2009</li> </ul> | <ul style="list-style-type: none"> <li>• DU Harrier &amp; Athletics Club<br/>2010 - Present</li> </ul> |
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## ***Referees***

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Professor Liz Heffernan  
Lecturer  
School of Law  
Trinity College Dublin  
College Green Dublin 2

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